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**Out-of-Home Care Committee Meeting Minutes
Child and Family Services Review – Program Enhancement Plan
May 26, 2005**

The committee broke out into workgroups for the morning and met in general session in the afternoon. Bill Orth, the Director of Sauk County introduced himself as the new committee chair. Each workgroup reported to the full committee as follows:

1) Permanency Planning Workgroup

- Training for administrative review panel members (D.3)
This workgroup developed nine basic tenants to guide the development of training for permanency plan reviewers, some of which include:
 - DCFS/DHFS will require all panel members to be trained.
 - DCFS will develop model curriculum for perm plan hearing reviewers, a reviewer's handbook, and perm plan review hearing facilitator/moderator training.
 - Counties will be responsible for training of facilitators/moderators.
 - Department will identify people who are inappropriate to serve on panel (i.e., caseworker).
 - The training methods will be as varied as possible (web, handouts, cd's, etc.)
 - Materials will be developed quickly over the next few months.

The workgroup reviewed and provided comments on the permanency plan review survey. Revisions will be made and e-mail sent out in the next couple of weeks. If there are no major edits or concerns at the June meeting, it will be sent to counties.

- HFS 44 (N.1)
DCFS has been charged with the creation of HFS 44 since the legislature required its development by statute in 1982.
The content of HFS 44 includes direction regarding the three reasonable efforts activities – to prevent removal, safely reunify children, and finalize the permanency plan – and includes permanency planning content and requirements.
It has been sent to the Office of Legal Counsel for review.
A workgroup to review HFS 44 will be developed by the end of Quarter 3 and will include participants from previous HFS 44 workgroups.

2) Services to Foster Families Workgroup

- Use of exceptional rate to promote sibling placement (E.2.) with Birth Family Involvement workgroup
Recommendations include:
 - An exceptional reimbursement of \$100 per child per month.
 - Use HFS 44 definition of sibling group.
 - The goal is to acknowledge the importance of maintaining sibling connections and promoting sibling placements.

- Changing Ch. HFS 51 to include definition of special needs as a sibling group of 2 or more instead of 3 or more.
- Make mandatory not optional.
- Kate Johnson, June Paul & Cathy Connolly will develop draft policy.
- Summary of Service and Support Needs of Foster Families (K.1.a.2)

The summary document describing the service and support needs of foster parents will be distributed as an Info Memo which will explain background from the PEP, the document and the purpose of distributing the information.

This workgroup will also be addressing ways the identified needs can be incorporated into other PEP items (K.1.a.3.)
- Develop an instrument to assess foster children's needs to provide better information to foster parents (K.2.a)

This workgroup is examining a proposal to combine the Information to Foster Parents forms with the rate setting form in order to provide more comprehensive information to foster parents and better inform both supplemental and exceptional rate setting.

2) Birth Family Involvement

- Information sharing with relatives

The draft numbered memo outlining what information can legally be shared with relatives prior to placement was discussed.

The basic premise of the memo is that information may not be released to relatives without consent from the birth parent or a court order, unlike information that can be shared with foster parents.

As a long-term goal, DCFS/DHFS plan to propose statutory change to allow agencies to share more information with relatives who are considering taking placement of a minor child.
- Sibling placement (E.1.a)

This workgroup is developing policy about the placement of siblings together in foster care. The corresponding sibling rate recommendation applies to foster care not kinship care.

Discussion included having families apply for foster home licensure.

Other Items:

- Family Interaction Policy is currently on bulletin board at <http://dhfs.wisconsin.gov/cwreview/bulletinBrd.HTM>
- WiSACWIS changes
 - 1) Perm Plan Review/Hearing Review templates in WiSACWIS
WiSACWIS revisions will be effective June 27.
No changes to perm plan or perm plan window in WiSACWIS.
Requires supervisory approval.
 - 2) Major change to Legal Action/Status
Will be accessed by legal record.

Next meeting: 9:00 am – 3:00 pm on June 23, 2005
Wisconsin State Bar Association – 5302 Eastpark Blvd in Madison